
Members Present – M. Arndt, J. Belsky, S. Boyd, J. Brickey, N. Brooks, L. Burriss, L. Clark, M. Deme, L. Dubek, T. Farwell, B. Freeman, J. Gray, C. Harris, J. Hawkins, B. Hinote, M. Hinz, R. Hoffman, P. Kelly, M. Knight, A. Lutz, P. MacDougall, S. Mangrum, J. McCormick, A. McCullough, K. McNulty, W. Means, J. Miller, D. Raffo, S. Roberts, B. Rushlow, K. Scherzer, T. Jurkanin, B. Turnage, P. Wall, M. Weller, P. West-Osterfield, A. Williams

Members Absent – D. Patterson, C. Stephens, D. Weatherspoon

Members Excused – W. Canak, L. Craig-Unkefer, M. Fleming, S. Franklin, K. Mathis, G. Pisut, J. Reineke, C. Rosenmuller, C. True

Additional Attendees – A. Harris, D. Sells

Agenda

1. Roll call- the meeting was called to order at 4:30 by Prof Scott Boyd
2. A motion was made, seconded and passed to approve the September 9, 2013 minutes.
3. Treasurers report
 - Travel: \$1600
 - General: \$2002.71
 - Foundation: \$405.16
4. Argos Training
 - Prof. Boyd said that there was a less than expected showing to the Argos training sessions so a second set of training sessions will be added. The Argos dashboard provides users with access to data on the student population going back approximately 5 years. He asked senators for best time blocks to schedule the next training sessions. Tuesday/Thursday afternoons were selected as the best possibility. Prof. Boyd said that individual training may also be available.
5. Midterm Grade Reporting
 - Prof. Boyd said the deadline for midterm grade reporting for all students is October 22, 2013. A discussion followed regarding where the

mandate to report midterm grades for all students. Prof. Boyd said he believed it was a request from President McPhee as part of the retention efforts. Prof. Boyd said it was not a new system, but replaced the system that already existed for reporting midterm grades.

- A question was asked regarding how success of the midterm grade reporting system was to be measured. Prof. Boyd said there was no end date to the data collection at the moment. He said that this project is at the starting point.
- A question was asked regarding the role of the Faculty Senate in the change to midterm grade reporting for all students. Prof. Boyd said that Dr. Bartel was confident that the senate was involved in the midterm grade reporting change. Members of the Senate said they did not remember seeing a proposal for change of policy.
- A question was asked if any mention and/or discussion of the midterm grade reporting change appeared in the Senate minutes. Prof. Boyd said he could not find any, but would check again.
- It was said that the Faculty Senate should make sure that policy issues are brought before the entire senate. It was said that there needs to be clarity when issues are discussed with representatives of the Faculty Senate and not brought before the entire body.
- A question was asked regarding where the role of student responsibility was in the retention and student success efforts. Prof. Boyd said he would bring up this point.
- A motion was made, seconded and passed (with one vote against) to refer this matter to the Steering Committee to review past decisions on policy.

6. Retention Assessment Survey

- Prof. Boyd said he brought the retention assessment survey before the Steering Committee in October. He said that the survey is a work in process, but that there have been questions about the survey at several levels. He said that the questions the steering committee had involved type of data collected, the legal implications, the privacy implications and the accountability implications for faculty.
- Prof. Boyd said he met with Dr. Bartel to express the concerns of the Steering Committee. Prof. Boyd said that Dr. Bartel was aware that there were several issues regarding the survey in its current state. Prof. Boyd said the survey will not be implemented this semester. He said that the Faculty Senate will be involved in the process if the survey instrument is to go forward.

7. Loan and Scholarship Standing Committee

- Representatives from the Loan and Scholarship standing committee presented the final recommendations and conclusions from the 2012-2013 committee (See attached). The recommendations included the possibility of eliminating the committee, reinvestigating the composition of the committee, and eliminating face-to-face appeals. The representatives submitted a proposed policy change (see attached) which would eliminate face-to-face appeals.

- Dr. Harris said that the guidelines for financial aid are set by the government. The guidelines are complex. She said that eliminating the face-to-face appeal process does not deny students the right to appeal as there are appeals prior to this. The committee believed that the face-to-face meetings introduced bias into the process and created an excessive administrative burden.
- Dr. Sells said the policy change requested still follows the official process. She said that this revised policy is removing some procedural elements.
- A question was asked regarding what peer institutions do regarding the loan and scholarship process and committee. The committee members did not know.
- It was mentioned that faculty on this committee were concerned they were not the best qualified to deal with the issues that came before the committee.
- A question was asked regarding the amount of work that was placed on the chair of this committee. It was said that chairing this committee is a significant increase in workload due to scheduling, setup, and paperwork.
- Dr. Harris said she would be available to answer any additional questions the Faculty Senate had.

8. University Standing Committee Reassessment

- Prof. Boyd said Dr. Canak is starting to look at the standing committee reassessment issue. Prof. Boyd said the first deadline is mid-November. The next is mid-March.
- It was asked if Dr. Canak will bring a proposal before the Faculty Senate. Prof. Boyd said that he was not sure. He said that Dr. Canak was starting to meet with people and seek volunteers.

9. Roundtable on Higher Education

- Prof. Boyd said the Governor responded that they appreciated being invited to this, but cannot fit it in his schedule at the moment. Prof. Boyd said that the recommendation from the Steering Committee was to put this on hold until after April 1 when candidates will be announced.
- A discussion followed that it was disappointing that the Governor could not find time to meet with higher educators in the year he said he was going to focus on higher education.

10. United Campus Workers (Presented by Dr. Lutz)

- The United Campus Workers presented a letter requesting Faculty Senate Assistance with three issues (see attached).
- A discussion followed regarding who determines table space at benefits fairs, whether the group is a recognized campus group, and the role of organizations with faculty members on campus.
- A motion was made to send the request to President McPhee to respond to these issues at the next President's Liaison Meeting. The motion was seconded and passed (with one vote opposed)

11. New Business

- Prof. Boyd said the Office of the Provost will be providing cards to advisers with a list of MTSU services available to students. It is currently being revised. It was asked why not put this information on the website and save printing costs. Prof. Boyd said he would mention that to Dr. Bartel.
- Prof. Boyd said that the Access and Diversity Town Hall is scheduled for October 24th 2:00-4:30 in JUB.
- Prof Boyd said that Jeff Hoyt is willing to help us with any data we need.
- Prof Boyd said that the 2.2% increase in the incoming freshmen class translates to 59 students.

12. A motion was made and seconded to adjourn

Action Items:

1. Prof. Boyd to check if Argos is just for undergraduate student data or if it includes graduate student data.
2. Prof. Boyd to recheck the minutes for mention of midterm grade reporting for all students and follow up with Dr. Bartel
3. Steering Committee to examine the Senate role in the midterm grade reporting change
4. Prof. Boyd to check role of student responsibility in student success
5. Prof. Boyd to bring the United Campus Workers concerns to the President at the next President's Liaison Meeting
6. Prof. Boyd to mention putting information card regarding student services on the website.

Respectfully submitted,

Tricia M. Farwell
2013-2014 Faculty Senate Recording Secretary

2012-2013 Report

Loan and Scholarship Committee

The first meeting of the Loan and Scholarship Committee was held September 6, 2012. The meeting was called to order at 1:00 p.m. by Debra Sells, who discussed the committee's charge. Sharon Smith was elected chair, and Rebecca Fischer was elected secretary.

The focus this academic year was on dealing with financial aid appeals in monthly face-to-face appeals sessions, which had not been done in the past. By using this process for one year, the committee could track numbers of appeals and attendance at sessions, and then evaluate how well it worked. This committee is the second level of appeals for students who have lost eligibility for financial aid and have appealed to and been denied by the Financial Aid Appeals Committee, which is composed of staff from the Financial Aid Office.

At the first meeting, training was offered by Financial Aid Office staff, but committee members declined. Handouts were given on satisfactory academic progress, on extenuating circumstances, and on the importance of documentation. A motion was made and seconded that students who appeal to our committee must turn in additional documentation to the Financial Aid Office by a deadline (usually a week before the committee meets). Motion passed.

Monthly Appeals Sessions

Appeals sessions were held from September 2012 through August 2013, and 211 students appealed to our committee during this time.

Space. Two of the large appeals sessions were held in the Tennessee Room in JUB, and the other sessions were held in the new Student Union. The University now charges a fee for the use of the Tennessee Room, eliminating that venue for appeals sessions.

Finding space for these sessions has been a challenge because: (a) a lobby or large room which seats 20-50 people is needed as a waiting room for students; (b) at least three or four smaller rooms are needed for individual face-to-face sessions, and these must be located near the waiting room; (c) space is also needed for a person to keep up with the files and hand them to committee members; and (d) space is needed for those who are reviewing files of students who did not attend the appeals session.

Finding adequate space will be an issue for this committee if face-to-face appeals sessions continue to be held.

Committee member attendance. Attendance by committee members varied widely from month to month. In one of the largest appeals sessions, for instance, only four committee members attended. Several committee members had classes or meetings during the times of the appeals sessions, and many also had summer plans that conflicted with summer appeals sessions. Less than 10 committee members did the bulk of the work during this academic year.

Several committee members have commented on the steep learning curve for this committee and on their feelings of inadequacy when it comes to making decisions about student financial aid. Faculty serve two years on this committee, and one-half of faculty members rotate off this committee each year. Several have observed that it takes about two years to become reasonably competent at the work of the committee.

A more stable committee membership with longer commitments should be considered. This committee may not function well as a faculty committee. Policy III:00:11 does not specify the membership of the Loan and Scholarship Committee, which may allow for an administrative committee rather than a faculty committee.

Student appeals. The number of student appeals also varied widely from month to month.

Table 1: Total Appeals.

Appeals Session Date	Total Appeals	Total Approved	Total Denied
9-27-2012	53	15	38
10-25-2012	8	5	3
11-15-2012	6	3	3
12-13-2012	6	3	3
1-24-2013	6	3	3
2-28-2013	32	17	15
3-28-2013	22	7	15
4-25-2013	6	2	4
5-28-2013	4	2	2
6-28-2013	23	12	11
7-26-2013	29	16	13
8-15-2013	16	3	13
Total	211	88	123

Out of the 211 appeals, 41.7% were approved, and 58.3% were denied. The largest number of denials was given at the first session in September.

Table 2: Appeals Approved and Denied for Attendees and Non-Attendees.

Appeals Session Date	Total Appeals	Attendees	Attendees Approved	Attendees Denied	Non-Attendees	Non-Attendees Approved	Non-Attendees Denied
9-27-2012	53	29	15	14	24	0	24
10-25-2012	8	7	4	3	1	1	0
11-15-2012	6	4	3	1	2	0	2
12-13-2012	6	4	3	1	2	0	2
1-24-2013	6	4	3	1	2	0	2
2-28-2013	32	16	11	5	16	6	10
3-28-2013	22	11	6	5	11	1	10
4-25-2013	6	2	1	1	4	1	3
5-28-2013	4	2	2	0	2	0	2
6-28-2013	23	14	9	5	9	3	6
7-26-2013	29	14	12	2	15	4	11
8-15-2013	16	12	3	9	4	0	4
Total	211	119	72	47	92	16	76

Students attending the appeals sessions numbered 119, which was 56.4% of the total number of appeals. Students in face-to-face sessions tended to be approved at a higher rate than the non-attendees, with 60.5% of attendee appeals approved, and 39.5% of attendee appeals denied. Of the non-attendees, 17.4% were approved and 82.6% were

denied. Approximately one-third of the non-attendee denials were given at the first session in September.

The differences between attendee and non-attendee approval and denial rates needs further study. The most likely explanation is that most of those who attend appeals sessions have stronger cases and documentation than those who do not attend. However, if seeing a student in person is the deciding factor for approval, that means the process is biased toward attendees, and if that is true, then students should be required to attend appeals sessions or face-to-face appeals should be eliminated.

Committee Chair. The chair of this committee is responsible for:

- * finding and reserving space at least two months before a session is scheduled.
- * emailing committee members before and after appeals sessions.
- * making sure each appeals session goes smoothly, providing sign-in sheets for students, turning away students when their names are not on the appeals list, keeping the student files in order, and answering questions from both students and committee members.
- * sending letters to all students who appeal, and these letters may be either emailed or mailed.
- * writing an end of year report.

The chair does not usually sit in face-to-face appeals sessions unless there is a shortage of committee members attending. When the chair is needed in appeals sessions, clerical help is then needed to organize the student files and keep the process running smoothly. Help is also needed to generate and email/mail letters to students after each appeals session. Faculty usually don't have access to clerical help of this nature.

Recommendations and Conclusion

1. Study whether there is a need for this committee at all. Several committee members raised this issue during the course of this academic year. Eliminating this committee would require a minor change in MTSU policy, discontinuing the second level of appeals for students. A tremendous amount of work went into these 211 appeals.
2. If there is a need for a second level of appeals, an Administrative Appeals Committee may work best. Consider drastically reducing the number of faculty and increasing the number of administrative staff as voting committee members. Consider also that this committee should be chaired by an administrative staff member (preferably a department head) with easy access to clerical help.
3. Eliminate face-to-face appeals. Finding space will continue to be problematic, and if the process is biased toward attendees, eliminating face-to-face appeals sessions will put all appealing students on the same level and give all an equal chance.

This is the first academic year that this committee has held monthly appeals sessions. Data should continue to be collected and used to make decisions and improvements to committee processes.

3. Building Naming Advisory Committee (Ad Hoc)

a. Composition

The Building Naming Advisory Committee shall be composed of one faculty member from each college who will serve two-year terms; one academic dean who serves a two-year term; Faculty Senate President; Foundation President; Alumni Association President; Student Government Association President; Vice President for Advancement and University Relations; and the Senior Vice President, who will serve as chair.

b. Charge

The Building Naming Advisory Committee shall fulfill its functions as set forth in TBR Policy 4:02:05:01 and MTSU Policy No. IV:06:04 to consider and make recommendations for the naming of MTSU buildings, facilities, grounds, and identifiable sub-units or components thereof. The Committee shall consider all suggested namings which satisfy the criteria cited in TBR Policy 4:02:05:01 and MTSU Policy No. IV:06:04. The Committee shall submit a report to the President that includes a recommendation for the naming, documentation of all suggestions considered, and justification for its recommendation.

C. Committees Reporting to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services

1. Loan and Scholarship Committee

a. Composition

The Loan and Scholarship Committee should be composed of three faculty members from each academic college; one member from the University College; and two students, one undergraduate and one graduate when possible. The Registrar, the Director of Financial Aid and the Director of Counseling Services should be ex-officio members. The Director of Development and the Senior Vice President should serve as consultants.

b. Charge

The Loan and Scholarship Committee should be responsible for the administration of selected aspects of financial aid programs. The committee should also advise the Financial Aid Office in matters of financial assistance. The committee should participate in the selection of recipients of certain financial aid that has been designated the responsibility of the committee. The committee should be responsible for hearing student appeals regarding financial aid. The committee should be responsible for the administration of faculty participation in granting and renewing financial aid of student athletes, as required by the NCAA and Sun Belt Conference.

2. MTSU Committee on Disability Issues

a. Composition

Proposed Changes to Policy III:00:11, Section X-B-4-b-2

2) However, if the finding of the Financial Aid Appeals Committee is that the appeal, as presented, lacks sufficient documentation, the student will be afforded the opportunity to re-appeal to the Loan and Scholarship Committee. The Financial Aid Appeals Committee will notify such students through campus email (or personal e-mail if campus e-mail is inactive) regarding the option to re-appeal to the Loan and Scholarship Committee by providing additional documentation for further consideration. Re-appealing for additional consideration will be allowed only if there is new documentation to be considered; re-appealing does not imply a guarantee of a positive outcome. The following information should be included in the re-appeal and must be submitted to the Financial Aid Office by a specified deadline:

- (i) The Loan and Scholarship Committee re-appeal form.
- (ii) The requirement to provide additional documentation.
- ~~(iii) The right to re-appeal in person.~~

~~If a student chooses to not appear in person or fails to appear on his/her scheduled date, the~~ The re-appeal information will be reviewed based on the original appeal information provided by the Financial Aid Appeals Committee and additional documentation that has been provided by the student. The chair of the Loan and Scholarship Committee will notify the student of the appeal decision. If denied, the decision of the Loan and Scholarship Committee is final and cannot be further appealed for one year unless the student subsequently attends MTSU and/or has subsequent transfer coursework. If approved, refer to Section X.B.4.a in this policy. The Loan and Scholarship Committee convenes on a monthly basis to review Federal Title IV re-appeals and Athletic appeals.

Dear Faculty Senate,

United Campus Workers unites Tennessee's higher education staff and faculty into a strong voice to address critical issues. Our Mission is to advance and defend the interests of all Tennessee higher education staff and faculty, as well as promoting solidarity, democracy, and advancing social and economic justice in our workplaces and in our communities.

United Campus Workers has been representing the concerns of and lending a voice to the faculty and support staff at Middle Tennessee State University for more than four (4) years. As such, we are seeking your assistance in gaining fair and equitable treatment as a member of the MTSU community. We have exhausted all channels open to us in requesting equal treatment from the Administration as that received by other organizations of similar aim. i.e. AAUP, UAAW, etc. Most recently, after having been placed on the waiting list for tables at the Benefits Fair for the fourth consecutive year, we were denied access and unused tables were removed from the area to prevent us or any other waiting group to access and provide information to the MTSU community.

To clarify, we are requesting your assistance with addressing the following issues of inequity:

1. Equal access and opportunity to distribute informational materials to faculty and support staff. This includes tabling materials at staff and faculty informational meetings, employee benefits fairs, etc.
2. Dues Checkoff upon the request of individual members. Dues Checkoff is nowhere prohibited in TBR policy. The option is discretionary to the University. This is a standard practice of multiple organizations on campus and would create no undue expense or hardship on the Accounting and Human Resources departments.
3. A consistent meeting place on campus to provide meeting access for our members. Meetings are scheduled well in advance and could be easily incorporated into or around existing University needs.

We do not wish to create animosity, fear, or disruption into the function of the University or Administration. We are presenting this to the Faculty Senate body to request your aid in this aim. What we ask is only an equal opportunity to serve the MTSU community as that afforded to our peers.